

# POSITION DESCRIPTION (Please Read Instructions on the Back)

|  |  |  |  |  |  |  |  |  |                            |  |                                   |  |
|--|--|--|--|--|--|--|--|--|----------------------------|--|-----------------------------------|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other<br>Explanation (Show any positions replaced)<br>Standard MWR NAF PD  |  |  |  |  | 3. Service<br><input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field  |  | 4. Employing Office Location   |  | 5. Duty Station            |  | 1. Agency Position No.<br>CNIC 47 |  |
| 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt   |  |  |  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest |  |  |  |                            | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                   |  |
| 10. Position Status<br><input type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)   |  |  |  |  | 11. Position Is<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither                    |  | 12. Sensitivity<br><input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical<br><input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive  |  | 13. Competitive Level Code |  |                                   |  |
| 15. Classified/Graded by   |  |  |  |  | Official Title of Position   |  | Pay Plan   |  | Occupational Code          |  | Grade                             |  |
| a. Office of Personnel Management  |  |  |  |  |  |  |  |  |                            |  | Initials                          |  |
| b. Department, Agency or Establishment   |  |  |  |  |  |  |  |  |                            |  | Date                              |  |
| c. Second Level Review   |  |  |  |  | Commercial Sponsorship   |  | NF   |  | 1101                       |  | 04                                |  |
| d. First Level Review  |  |  |  |  |  |  |  |  |                            |  | 5N 12-31-01                       |  |
| e. Recommended by Supervisor or Initiating Office  |  |  |  |  |  |  |  |  |                            |  |                                   |  |
| 16. Organizational Title of Position (if different from official title)  |  |  |  |  |  |  | 17. Name of Employee (if vacant, specify)  |  |                            |  |                                   |  |
| 18. Department, Agency, or Establishment   |  |  |  |  |  |  | c. Third Subdivision   |  |                            |  |                                   |  |
| a. First Subdivision   |  |  |  |  |  |  | d. Fourth Subdivision  |  |                            |  |                                   |  |
| b. Second Subdivision  |  |  |  |  |  |  | e. Fifth Subdivision   |  |                            |  |                                   |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |  |  |  |  |  | Signature of Employee (optional)   |  |                            |  |                                   |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |  |  |  |  |  | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |                            |  |                                   |  |
| a. Typed Name and Title of Immediate Supervisor  |  |  |  |  |  |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |  |                            |  |                                   |  |
| Signature  |  |  |  |  |  |  | Signature  |  |                            |  |                                   |  |
| Date   |  |  |  |  |  |  | Date   |  |                            |  |                                   |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |  |  |  |  |  | 22. Position Classification Standards Used in Classifying/Grading Position   |  |                            |  |                                   |  |
| Typed Name and Title of Official Taking Action<br>S. J. NEW  |  |  |  |  |  |  | OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry   |  |                            |  |                                   |  |
| Principal Classifier<br>Signature  |  |  |  |  |  |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |                            |  |                                   |  |
| Signature  |  |  |  |  |  |  | Date   |  |                            |  |                                   |  |
| 23. Position Review  |  |  |  |  |  |  | 24. Remarks  |  |                            |  |                                   |  |
| a. Employee (optional)   |  |  |  |  |  |  |  |  |                            |  |                                   |  |
| b. Supervisor  |  |  |  |  |  |  |  |  |                            |  |                                   |  |
| c. Classifier  |  |  |  |  |  |  |  |  |                            |  |                                   |  |
| 25. Description of Major Duties and Responsibilities (See Attached)  |  |  |  |  |  |  |  |  |                            |  |                                   |  |

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE:** Commercial Sponsorship Specialist

**POSITION NUMBER** 01-0073B

**JOB SERIES:** 1101 **PAY LEVEL:** NF-4 **Summary of Duties:**

Responsible for the total commercial sponsorship program including but not limited to the planning, organizing, contracting, administering, and monitoring of the commercial sponsorship programs. Develops a diversified commercial sponsorship programs. Solicits sponsorship through advertisements, letters, and personal contacts. Develops collateral materials in support of the solicitation. Develops proposal packages and negotiates best terms for MWR. Initiates contracts and ensures they are agreed to/signed by the appropriate person. Drafts sponsorship agreements and coordinates staff actions with the appropriate agencies, such as legal counsel. Ensures the development and completion of evaluation/follow-up reports. Develops training and education materials on event marketing and commercial sponsorship for MWR departments.

Performs other related duties as assigned.

**Minimum Qualifications:**

Four years of experience that demonstrate the ability to research companies for commercial sponsorship, identify key personnel to contact, and negotiate terms of a contract. Excellent communication skills both written and oral to solicit commercial sponsorship and negotiate contracts and to write after action reports. Ability to interpret DoD and USMC policies concerning sponsorship agreements and contracts.